

<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter I</p> <p style="text-align: center;">Getting Started</p>
	<p>Section 8</p> <p>Software, Service &amp; Hardware Requirements</p>

The following describes recommendations and system requirements that will enable a user to efficiently file documents in CM/ECF. The following items are described.

- I. **Software**
- II. **Service**
- III. **Hardware**

### I. Software

#### PDF software

- ◆ All documents filed in ECF must be in PDF (Portable Document Format). The only exception is the case mailing matrix which must be in .txt format (text format).
- ◆ Petition preparation software often has this PDF-conversion feature built-in.
- ◆ Some word processing software also has this feature built-in. However, converting documents to PDF via a word processing software's built-in feature is highly discouraged (*Example*: Do not use Corel WordPerfect's "Publish to PDF" command).

*Example of PDF software*: Adobe Acrobat 6.0. **NOTE** - Adobe Reader, which allows users to read PDF documents, can be downloaded from the internet free of charge. However, the full version of Adobe Acrobat software is needed to convert and/or save documents to PDF.

**NOTE - See the sections titled Converting Word Processing Documents to PDF and also Converting Scanned Documents to PDF for procedures.**

#### Word Processing software

- ◆ Documents can be created using most word processing software, two of the more common applications are Word and WordPerfect.

#### Operating System

- ◆ The following have been tested and certified to work with ECF:

Windows 98, 2000

Windows NT (4.0 with Service Pack 5 or 6)

Windows ME, XP

MAC OS 8.8, 9.0.4 or 9.1

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### Security software

- ◆ A firewall is highly recommended (software or hardware based), as well as anti-virus software that is regularly updated.

### Browser

- ◆ You must use a browser that provides security via 128-bit encryption in order to pay filing fees over the internet. The following have been tested and certified to work with ECF:

Netscape Navigator, v.4.6x, 4.7x ([www.netscape.com](http://www.netscape.com))

Microsoft's Internet Explorer v.5.5 ([www.microsoft.com](http://www.microsoft.com))

**NOTE - Netscape 6 and AOL's version of Netscape are not recommended for use with ECF.**

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## II. Service

### Internet Connection

- ◆ Connections via modem can be made at speeds less than 56 kps. However, the system performance will be significantly increased by using the recommended connection listed below.

*Minimum requirement:* Internet Service Provider (ISP) using point-to-point protocol (PPP) capable of a minimum connection speed of 56 kps.

*Recommendation:* T1, DSL, ISDN or cable modem connection for high volume filers.

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### III. Hardware

#### Personal Computer

- ◆ Use an IBM-compatible or MAC personal computer with a monitor, keyboard and mouse.

*Minimum requirement:* 15" color monitor.

*Recommendation:* 17" color monitor will provide you with a larger viewing area. You may find that you do not have to scroll down as much to read a full page.

#### Random Access Memory (RAM)

- ◆ The more memory that you have the faster your documents can be processed, such as when you are scanning and/or converting to PDF format.

*Minimum requirement:* 128 MB

*Recommendation:* 256 MB

#### Hard Drive

- ◆ When choosing a hard drive, look at the type and size of the software that you use and plan for the storage of the electronic documents.
- ◆ Scanned PDF files will be larger than those files which are created in a word processing application and converted to PDF.

*Minimum requirement:* 115 MB

*Recommendation:* 20 to 80 GB. One gigabyte is equal to one billion bytes. You will find that 20 to 80 GB hard drives are standard in the current PC market.

#### Processor

- ◆ The processor speed of the PC will impact the response time of the CM/ECF application.

*Minimum requirement:* Pentium/equivalent or higher.

*Recommendation:* Pentium II, 500 Mhz or higher.

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## Modem

- ◆ The modem transmit data between the internet and a computer.

*Minimum requirement:* 56 kps

*Recommendation:* T1, DSL, ISDN connections

## Scanner/Imaging

- ◆ A scanner is required for any document that is not stored in a word processor or other electronic format (i.e., exhibits, documents containing original signatures such as the Declaration of Electronic Filing).
- ◆ DO NOT scan and file PDF documents scanned in gray scale or color format.

*Requirement:* 300 x 300 resolution with a scan mode of black and white